

Message Text

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TO AMEMBASSY TOKYO IMMEDIATE

C O N F I D E N T I A L STATE 205523

TAGS: OVIP (KISSINGER, HENRY A.), OCON, JA

SUBJ: SECRETARY'S VISIT TOKYO - ADMINISTRATIVE ARRANGEMENTS

1. PARTICIPATION.

SECRETARY'S PARTY ARRIVING TUESDAY, OCTOBER, 23 ABOARD SPECIAL MILITARY AIRCRAFT. WILL CONSIST OF AN ESTIMATED THIRTY-TWO PEOPLE, INCLUDING SUPPORT STAFF AND PRESS. FIRM ETA AND PASSENGER LIST WILL BE SUPPLIED SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION.

REQUEST BULK CLEARANCE AND WAIVER OF VISAS FOR ENTIRE PARTY AND AIRCRAFT CREWS. PASSPORT NUMBERS, PLACE AND DATE OF BIRTH WILL BE PROVIDED SEPTEL. PARTY HAS ALL NECESSARY SHOTS. ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS FROM TRIP CONTACT OFFICER AND HANDLE ENTRY/EXIT FORMALITIES. ADVISE DEPARTMENT WHEN WAIVERS ARE GRANTED.

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3. SECURITY.

SECURITY FOR SECRETARY WILL BE PROVIDED BY SECRET SERVICE

WHO WILL BE RESPONSIBLE FOR ALL SECURITY ASPECTS OF THE SECRETARY'S VISIT. ADVANCE AGENT, TOGETHER WITH DETAILED ADVANCE SECURITY INSTRUCTIONS, WILL ARRIVE THREE TO FIVE DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S PARTY. HIS ETA WILL BE THE SUBJECT OF A SEPARATE MESSAGE.

4. ADVANCE ADMINISTRATIVE SUPPORT

AN EXECUTIVE SECRETARIAT (S/S-EX) ADMINISTRATIVE OFFICER WILL ARRIVE THREE TO FIVE DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S PARTY. HIS ETA WILL BE THE SUBJECT OF A SEPARATE MESSAGE.

5. ACCOMMODATIONS.

PARTY SHOULD BE QUARTERED IN ONE CENTRALLY LOCATED HOTEL IF POSSIBLE.

A. PRESENT REQUIREMENTS ARE ONE SUITE, FIVE DOUBLES, AND THIRTY-ONE SINGLES. THE SUITE IS FOR THE SECRETARY. ONE OF THE DOUBLES WILL SERVE AS THE SECRET SERVICE COMMAND POST WHICH MUST BE ADJACENT TO THE SECRETARY'S SUITE, PREFERABLY DIRECTLY ACROSS THE HALL. THE SECOND DOUBLE WILL SERVE AS A HOLDING ROOM FOR THE SECRETARY AND SHOULD BE LOCATED CLOSE TO THE SECRETARY'S SUITE. THE BEDS SHOULD BE REMOVED FROM THIS ROOM WHICH SHOULD BE SET UP AS A SITTING ROOM. THE THIRD DOUBLE WILL SERVE AS AN OFFICE FOR SPECIAL AND PERSONAL ASSISTANTS. REMOVE BEDS AND SET UP WITH THREE DESKS OR WORK TABLES, PHONES, ADEQUATE LIGHTING AND TWO IBM EXECUTIVE ELECTRIC PROPORTIONAL TYPEWRITERS IF AVAILABLE OR TWO OTHER IBM TYPEWRITERS IF NOT. THE FOURTH DOUBLE SHOULD BE SET UP AS A STAFF OFFICE WITH FIVE DESKS OR WORK TABLES AND ONE ELECTRIC TYPEWRITER WITH TYPEWRITER STAND. THE FIFTH DOUBLE WILL SERVE AS THE VISITOR'S CONTROL ROOM (SEE PARAGRAPH 10).

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B. SPECIAL TELEPHONE REQUIREMENTS. A TWO-WAY INTERCOM SHOULD BE INSTALLED TO CONNECT THE SECRETARY'S AND HIS PERSONAL ASSISTANT'S TELEPHONE SETS. A BUZZER OR RING SHOULD ALLOW THE PERSONAL ASSISTANT TO TAKE THE SECRETARY'S CALLS, ANNOUNCE THEM AND TRANSFER THEM TO THE SECRETARY. THE TELEPHONE SHOULD NOT REPEAT NOT RING IN THE SECRETARY'S SUITE. ACCORDINGLY, THE SECRETARY'S PERSONAL ASSISTANT'S ROOM MUST BE LOCATED ADJOINING THE SECRETARY'S SUITE WITH HER OFFICE NEXT TO THAT AND WITH SPECIAL ASSISTANT'S ROOM NEARBY.

C. UPON RECEIPT OF CABLE WITH NAMES OF PARTY MEMBERS POST SHOULD ATTEMPT TO OBTAIN ROOM NUMBERS, ASSIGN PARTY TO ROOMS AND CABLE THIS INFORMATION TO THE DEPARTMENT (S/S-EX) AS SOON AS POSSIBLE.

D. PARTY SHOULD BE PRE-REGISTERED WITH KEY IN DOORS. IF NOT POSSIBLE, KEYS SHOULD BE IN VISITORS' CONTROL ROOM FOR PICK-UP.

E. ACCOMMODATIONS FOR CREW BEING HANDLED SEPARATELY VIA MILITARY CHANNELS.

F. ADVISE AVERAGE HOTEL COSTS OF ROOMS, MEALS, INCIDENTALS, ETC., TO DETERMINE WHETHER SPECIAL PER DIEM IN ORDER.

6. GROUND TRANSPORTATION.

A. POST SHOULD PROVIDE INDIVIDUALLY ASSIGNED CARS ON 24 HOUR BASIS TO THE FOLLOWING, WITH POOL CARS FOR REST OF PARTY:

(1) LIMOUSINE FOR SECRETARY (WITH SECURITY CLEARED CHAUFFEUR);

(2) ONE VEHICLE FOR SECRETARY'S SPECIAL ASSISTANT AND PERSONAL ASSISTANT;

(3) ONE VEHICLE FOR S/S SECRETARIAT STAFF;

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(4) TWO VEHICLES FOR SECRET SERVICE AGENTS, ONE WITH DRIVER IF POSSIBLE.

OTHER THAN SECRETARY'S LIMOUSINE, ABOVE VEHICLES WILL BE AVAILABLE FOR OTHER USES AS RELEASED BY THOSE TO WHOM ASSIGNED, AND ALSO, OF COURSE, FOR ADDITIONAL TRANSPORTATION OF OTHERS TO AND FROM AIRPORT.

B. WILL HOST GOVERNMENT PROVIDE ANY LOCAL TRANSPORTATION? IF SO, WHAT?

C. POST SHOULD FURNISH AT EARLIEST POSSIBLE DATE CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND FROM AIRPORT, PLUS MEETINGS AND/OR CONFERENCES OF OFFICIAL PARTY.

D. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR:

- (1) AIRPORT TO HOTEL;
- (2) AIRPORT TO RESIDENCE;
- (3) AIRPORT TO EMBASSY;
- (4) HOTEL TO RESIDENCE;
- (5) HOTEL TO EMBASSY;
- (6) HOTEL TO FOREIGN MINISTRY;
- (7) RESIDENCE TO EMBASSY;
- (8) RESIDENCE TO FOREIGN MINISTRY;
- (9) EMBASSY TO FOREIGN MINISTRY;

(10) OTHER KNOWN DRIVING TIMES, SUCH AS HOTEL OR EMBASSY OR RESIDENT TO SPECIFIC LOCATION OF OFFICIAL RECEPTIONS OR OTHER FUNCTIONS.

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7. BAGGAGE.

A. SECRETARY'S BAGGAGE:

SECRET SERVICE WILL INDICATE SPECIAL SECURITY REQUIREMENTS.

B. OTHER BAGGAGE:

(1) A LARGE ENCLOSED OR COVERED TRUCK SHOULD BE PROVIDED FOR BAGGAGE, WITH RACK FOR DRESS OR SUIT BAGS IF POSSIBLE.

(2) BAGGAGE MUST BE UNDER VISUAL OBSERVATION OF AN AMERICAN EMPLOYEE DURING MOVES AND AFTER IT HAS BEEN ASSEMBLED AT CONTROL ROOM OR OTHER LOCATION PRIOR TO DEPARTURE OF PARTY (UPON ARRIVAL BAGGAGE MAY BE DELIVERED TO ROOMS BY HOTEL BAGGAGEMEN, LOCAL EMPLOYEES, ETC. HOWEVER, PARTY MEMBERS WILL ACCOMPANY THEIR LUGGAGE TO COLLECTION POINT UPON DEPARTURE.)

8. COMMUNICATIONS.

A. TELEPHONE COMMUNICATIONS SHOULD ALLOW FOR TWO-WAY SIMULTANEOUS CALLS TO THE WHITE HOUSE. ADDITIONAL INFORMATION ON THIS REQUIREMENT CAN BE OBTAINED FROM THE WHITE HOUSE COMMUNICATIONS AGENCY.

B. S/S REQUIREMENTS DISCUSSED SEPTEL.

C. POST WILL BE EXPECTED TO PROVIDE 24 HOUR
COVERAGE DUE TO ADDITIONAL HIGH PRECEDENCE TRAFFIC TO
AND FROM PARTY. COVERAGE SHOULD COMMENCE 12 HOURS
PRIOR TO ARRIVAL OF PARTY AND CONTINUE 12 HOURS AFTER
DEPARTURE OF PARTY. POST SHOULD ADVISE BUREAU PROMPTLY
OF ANY TDY COMMUNICATOR REQUIREMENTS.

D. CAN USIS INFORMALLY ARRANGE FOR LOCAL NEWS
SERVICE TO MAKE AVAILABLE EXTRA COPY ITS TICKER TAPE
AT NO COST? IF NOT FEASIBLE, ADVISE RENTAL COST THIS
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SERVICE.

9. SECURE AREA.

THE FOLLOWING ROOMS (SEE PARAGRAPH 5A) SHOULD BE WITHIN
A SECURE AREA OR HAVE CONTROLLED ACCESS USING MSGS:

A. SPECIAL AND PERSONAL ASSISTANTS' OFFICE.

B. STAFF OFFICE.

10. VISITORS' CONTROL ROOM.

VISITORS' CONTROL ROOM IN HOTEL - BEDROOM FURNITURE SHOULD
BE REMOVED IF POSSIBLE OR ROOM REARRANGED SO THAT THE
FOLLOWING MAY BE ACCOMPLISHED:

A. TABLE FOR ACCOMMODATION EXCHANGE FOR THE
DURATION OF THE VISIT (PRE-PACKAGED MONEY IS RECOMMENDED).
EXCEPT FOR A FEW HOURS AFTER ARRIVAL OF THE PARTY AND A
FEW HOURS PRIOR TO DEPARTURE, TRANSACTIONS CAN BE HANDLED
BY THE EMPLOYEE IN CHARGE OF THE CONTROL ROOM.

B. TABLE FOR MAPS, BOOKLETS, AND INFORMATION SHEETS
(ONLY ONE SUBJECT PER SHEET) ON:

LAUNDRY AND DRY CLEANING FACILITIES,
HAIR DRESSER FACILITIES,
RESTAURANTS,
PLACES OF INTEREST (MUSEUMS, ART GALLERIES, ETC.),
DOLLAR/LOCAL CURRENCY CONVERSION TABLES,
MEDICAL FACILITIES,
HEALTH PRECAUTIONS,
MOTOR POOL INFORMATION,
PLACES OF ENTERTAINMENT,
LIST OF DO'S AND DON'TS,

ROOM ASSIGNMENTS,
TELEPHONE LISTING OF KEY PERSONNEL.

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(NOTE: PREPARATION OF THIS MATERIAL FROM SCRATCH BY THE EMBASSY SHOULD NOT BE GIVEN UNDULY HIGH PRIORITY. USE FREE BROCHURES ISSUED BY HOST COUNTRY TOURIST OFFICE, CURRENCY CONVERSION TABLES (PARTICULARLY IF THEY ARE AVAILABLE FROM A LOCAL BANK) AND CITY MAPS SUPPLIED BY TOURIST OFFICE, ETC. THE MOTOR POOL INFORMATION SHEET IS THE ONLY ONE TO BE PLACED IN EACH INDIVIDUAL'S HOTEL ROOM; INDIVIDUAL WELCOME OR INFORMATION KITS FOR PARTY ARE NOT REQUIRED.)

C. CIGARETTES, BEVERAGES, AND SUNDRY ITEMS SHOULD BE AVAILABLE FOR SALE.

D. FOREIGN SERVICE LOCALS CAN AND SHOULD ASSIST IN THE OPERATION OF THE CONTROL ROOM.

E. IN ADDITION TO A TABLE FOR A PERSON HANDLING ACCOMMODATION EXCHANGE, THERE SHOULD BE A WORK TABLE FOR THE CONTROL ROOM OFFICER AND ONE ELECTRIC AND ONE MANUAL TYPEWRITER IN GOOD WORKING ORDER SHOULD BE AVAILABLE FOR USE. A LARGE BULLETIN BOARD EITHER WALL MOUNTED OR ON AN EASEL SHOULD BE AVAILABLE FOR POSTING NOTICES, INFORMATION, ETC., FOR THE PARTY.

F. BAR FACILITIES ARE NOT TO BE PROVIDED IN THIS ROOM.

G. ACCESS TO THIS ROOM IS NOT TO BE CONTROLLED BY MSGS AS THERE WILL BE NO OPEN STORAGE OF CLASSIFIED MATERIAL.

11. FUNDING.

A. STATE WILL PAY HOTEL ROOM COSTS, INCLUDING SERVICE CHARGES AND TAXES FOR DESIGNATED MEMBERS OF PARTY. ALL MEMBERS OF PARTY WILL PERSONALLY PAY FOR ALL OTHER CHARGES TO THE HOTEL BILL, INCLUDING MEALS, LAUNDRY, BEVERAGES, ETC.

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(NOTE: NAME OF THOSE DESIGNATED WILL BE PROVIDED BY

THE S/S-EX ADVANCE OFFICER.)

B. HOTEL ROOM COSTS INCLUDING SERVICE CHARGES AND TAXES, BUT NOT MEALS OR MISCELLANEOUS EXPENSES FOR SECRET SERVICE PERSONNEL ARE CHARGED TO APPROPRIATION 1940113 ALLOTMENT 2034. RENTAL CARS FOR SECRET SERVICE AND OTHER SERVICES IF REQUIRED, SHOULD ALSO BE CHARGED TO THIS ALLOTMENT. BILLS SHOULD BE FORWARDED

TO THE DEPARTMENT, ATTN.: MR. EDWARD BOEHM, BF/FS, UNDER COVER OF FS-477.

C. WHCA PERSONNEL WILL PAY THEIR OWN HOTEL BILLS. IN EVENT THEY RENT HOTEL SPACE FOR OFFICIAL PURPOSES AND WHCA TRIP OFFICER AUTHORIZES THE EXPENDITURE IT MAY BE CHARGED TO ACCOUNT 2034. THE LATTER ALSO APPLIES TO VEHICLE RENTALS FOR WHCA.

D. RENTAL OF THE SECRET SERVICE COMMAND POST SHOULD BE CHARGED TO 2034.

E. STATE WILL PAY:

HOLDING ROOM RENTAL,
PERSONAL AND SPECIAL ASSISTANTS' OFFICE RENTAL,
STAFF OFFICE RENTAL,
VISITORS' CONTROL ROOM RENTAL,
MEAL COSTS OF MSGS OR LOCAL EMPLOYEES WORKING SHIFTS OF OVER 8 HOURS,
ANY REPRESENTATION FUNCTIONS HOSTED BY THE SECRETARY, INCLUDING WREATHS FOR CEREMONIES.

F. REGIONAL BUREAU WILL ISSUE ORDERS AND FUND ANY COSTS FOR TDY EMPLOYEES DETAILED TO POST TO SUPPORT VISIT.

G. POST WILL FUND ALL OVERTIME COSTS (AMERICAN AND LOCAL), PRINTING, RENTALS, SUPPLIES, VEHICLE RENTALS OR OTHER RELATED EXPENSES.

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H. PARTY WILL NOT PAY MEAL COSTS FOR AMERICAN EMPLOYEES WORKING IN CONTROL ROOM NOR FOR COFFEE, ICE, SOFT DRINKS, ETC., ORDERED BY CONTROL ROOM PERSONNEL.

I. PRESS (IF ANY) WILL PAY THEIR OWN BILLS.

12. GIFTS.

SINCE WE PLAN EXCHANGE OF GIFTS, PLEASE INFORM DEPARTMENT NAME OF GIFT OFFICER SOONEST.

13. ESCORT OFFICERS.

ASSUME EMBASSY ASSIGNING ESCORT OFFICERS TO EACH PRINCIPAL AND EACH PRINCIPAL'S WIFE. PLEASE PROVIDE NAMES.

14. MISCELLANEOUS.

A. ADVISE OF ANY LOCAL HOLIDAYS, WORKING CONDITIONS OR SPECIAL SITUATION (I.E., STRIKES, CURTAILMENT OF SERVICES, ETC.) THAT MIGHT AFFECT THE VISIT.

B. ADVISE OF ANY SPECIAL PRECAUTIONS YOU DEEM NECESSARY CONCERNING POTABILITY OF WATER. EXCEPTING BOTTLED WATER AND POTABLE ICE, NO REPEAT NO BEVERAGES ARE TO BE PLACED IN ROOMS OF MEMBERS OF THE SECRETARY'S PARTY. ALSO NO FLOWERS.

C. ADVISE LOCAL ELECTRIC CURRENT CHARACTERISTICS (VOLTAGE AND CYCLES).

D. PLEASE FURNISH ANTICIPATED LOCAL WEATHER CONDITIONS, INCLUDING AVERAGE HIGH AND LOW TEMPERATURES, SO THAT MEMBERS OF PARTY CAN BE GUIDED ACCORDINGLY WHEN ARRANGING CLOTHING (INCLUDING EVENING CLOTHES) FOR THE TRIP.

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15. DEPARTMENT CONTACTS FOR VISIT.

TRIP CONTACT OFFICER (WILL ACCOMPANY THE SECRETARY) -
RICHARD P. CAMPBELL, EXT. 29572.

TRIP PROJECT OFFICER (DEPARTMENT ADMINISTRATIVE SUPPORT) -
KAREN D. JENKINS, EXT. 22426.

ADVISE SOONEST NAME OF EMBASSY CONTROL OFFICER(S) AND
HOME TELEPHONE NUMBER(S). KISSINGER

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<< END OF DOCUMENT >>

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